

PUC Filing Notification System

The PUC Filing Notification System is a new service offered by the Public Utility Commission to assist constituents in following matters before the Commission.

In order to access the system, you will need to go to the PUC's website located at www.puc.texas.gov. Once there you will see a link to "Login" in the upper right-hand corner.



The screenshot shows the homepage of the Public Utility Commission of Texas. The header includes the PUC logo, the text "Public Utility Commission of Texas", and navigation links: Home, PUC En Español, Contact Us, and Login. A search bar is also present. Below the header is a red navigation bar with links for Consumer, Industry, Agency, Rules & Laws, Filings, Relay Texas, and STAP. The main content area is divided into several sections: "Consumer Information" with a photo of a woman on a phone, "Industry Information" with a photo of wind turbines, "Featured Topics" with a list of links, "PUC Calendar" showing a calendar for July 2012, "Commissioners" with a list of names, "Agency Information" with a list of links, and "Conservation Alerts" with a green box containing a lightbulb icon and the text "Normal Conditions". The footer contains site policies, a PDF download notice, and copyright information.

Public Utility Commission of Texas

Home PUC En Español Contact Us **Login**

Consumer Industry Agency Rules & Laws Filings Relay Texas STAP

Consumer Information

Industry Information

Featured Topics

- » [Numbering Plan Area Code Relief Planning for the 5...](#)
- » [Electric & Gas Reliability Workshop Presentations](#)
- » [PUC Comments to EPA on NESHAP Rule](#)
- » [PUC petition for EPA reconsideration and stay of f...](#)
- » [CREZ Monitoring Website](#)
- » [Significant Changes to the PUC Website](#)
- » [All Featured Topics](#)

PUC Calendar

July 2012						
S	M	T	W	T	F	S
24	25	26	27	28	29	30
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4

Commissioners

- » [Donna L. Nelson Chairman](#)
- » [Kenneth W. Anderson, Jr. Commissioner](#)
- » [Rolando Pablos Commissioner](#)

Agency Information

- » [File an Informal Complaint](#)
- » [Assistance Paying Your Bill](#)
- » [Open Meetings](#)
- » [Procurement](#)
- » [Join Our Team](#)
- » [PUC News Feeds](#)

Conservation Alerts

Normal Conditions



Watch here for important updates.

[\[Edit\]](#)

Site Policies - Sitemap - Texas Homeland Security - Ready.gov - Texas.gov - TRAIL - Website Support - Contact Us

The PUC makes extensive use of Adobe's Acrobat PDF format  Download a free copy of the Acrobat Reader here.

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If you have never registered before, you will want to do so at this time. You can do this by clicking “Register – Filings Notifications” here: If you have previously registered for the portal, **you do not need to re-register for access to the Filings Notification System**. Please proceed to Page 5 of these instructions to continue to setup your notifications.

The screenshot shows the Public Utility Commission of Texas website. At the top, there is a navigation bar with the PUC logo and the text "Public Utility Commission of Texas". To the right of the logo are links for "Home", "Contact Us", and "Login". Below the navigation bar is a red banner with "MyPUC", "Login", and "Help Desk" icons. The main content area is titled "PUC Portal" and "Logged In as Guest". On the left, there are two main sections: "PUC Applications" and "PUCTX News". The "PUC Applications" section has a sub-menu with "Login", "Register - Filings Notifications" (highlighted in yellow and pointed to by a red arrow), "Register - PUCTX Portal Applications", and "All Featured Topics". The "PUCTX News" section lists various news items. The main content area is divided into three sections: "Already Registered?", "Not Registered?", and "Need Assistance?". The "Already Registered?" section has links for "Already Registered? Login..." and "Available PUC Applications". The "Not Registered?" section has a link for "I represent a company and need access to PUC Applications" with a sub-note "(For representatives of a Company that need access to PUC Applications)". The "Need Assistance?" section has links for "Help with Registration and PUC Applications - Read Me" and "Get Support! Email the PUC Help Desk". On the right side, there is a "PUCTX Filings" section titled "Last 10 Documents" with a list of document numbers and timestamps.

PUCTX Filings	
Last 10 Documents	
» 40127-49	7/17/2012 10:15:00 AM
» 40500-6	7/17/2012 10:08:00 AM
» 40190-388	7/17/2012 9:00:00 AM
» 40439-9	7/17/2012 8:34:00 AM
» 40439-10	7/17/2012 8:34:00 AM
» 40454-9	7/17/2012 8:34:00 AM
» 40499-17	7/17/2012 8:33:00 AM
» 40450-10	7/17/2012 8:32:00 AM
» 40451-8	7/17/2012 8:32:00 AM
» 40452-8	7/17/2012 8:32:00 AM

Begin creating your account by filling out this form:

The screenshot shows the 'Public Utility Commission of Texas' website header with navigation links for 'MyPUC', 'Login', and 'Help Desk'. Below the header is the 'PUC Portal Registration' section. The main heading is 'Create your account'. The form includes the following fields and instructions:

- Username:** At least 5 to 25 chars long. Numbers, Alpha and Period chars only. No Spaces
- Password:** At least 5 to 15 chars long. Numbers, Alpha and Period chars only. No Spaces. Must include at least one upper case letter, one lower case letter, and one numeric digit.
- Confirm password:** Re-type your password
- E-mail:** Valid email address up to 255 characters
- Security question:** Up to 255 characters
- Security answer:** Up to 128 characters
- Salutation:** - select - (Select from list of values)
- Gender:** - select - (Select from list of values)
- First Name:** Enter your first name
- Last Name:** Enter your last name
- Phone:** Enter a contact number (###) ###-####

Enter the code from the image at the bottom of the form and click on submit to create your account. (Note: The characters in the image are not case sensitive.)

This section shows a CAPTCHA image with the code 'ZDAPE' and a corresponding input field containing 'zdape'. Below the input field is the text 'Type the code from the image'. To the right is a 'Submit Registration' button. A red arrow points from the text above to the button.

You should see the following message after you submit your registration.

PUC Portal Registration

Membership Successful

Your account has been created.

Your account has been created, but before you can login you must first verify your email address. A message has been sent to the email address you provided. Please check your email inbox (or spam folder) and follow the instructions in that email to verify your account.

If you do not receive the verification email within the next hour, contact the PUC Help Desk at HelpDesk@puc.state.tx.us for assistance.

After verifying your account, you will have access to all of our public features.

To gain access to secure applications you will need to fill out your profile and request access.

You will receive an email in your inbox for the email account specified in the registration form. The final step to completing your registration is to click on the link that email.



(Note: If you don't see the email in your inbox, please check your spam folder. You may need to add the email address helpdesk@puc.state.tx.us to your safe sender's list.)

When you click on the link in the registration email, you should see a screen on the Portal letting you know that your account has been verified.

Once you have registered and confirmed your email, please log in to the Portal and you will see "My Filings" under the heading **PUC Applications**

The screenshot shows the Public Utility Commission of Texas website. At the top, there is a navigation bar with the logo on the left and links for Home, Contact Us, and Login on the right. Below the logo is the text "Public Utility Commission of Texas". Underneath, there are links for MyPUC, Log Off, and Help Desk. The main content area has a breadcrumb trail "PUC Portal > My Filings" and a user status "Logged In as ashazard".

The left sidebar contains two main sections: "PUC Applications" and "PUCTX News". Under "PUC Applications", there are links for "My Profile", "My Filings (** New **)", "All Applications", and "PUCTX Website". A red arrow points to the "My Filings (** New **)" link.

The main content area has three tabs: "My Watched Filings", "My Latest Documents", and "PUC Daily Filings". The "My Watched Filings" tab is active. It contains a heading "Here you can manage the filings you wish to 'Subscribe' to." followed by a list of instructions:

- To add items: Enter a Control Number, select the desired format for the email you will receive, and click on the "Add Watch" icon.
- When a new document is filed in Central Records you will receive an email notifying you the document is available.
- You can edit the desired Email Format by selecting the "Edit" icon to toggle to edit mode. Select the "Save" icon to save your changes.
- You can stop receiving notices for a filing by selecting the delete icon and removing the Control Number from your subscribed list.

Below the instructions, there is a form with "Control No:" and "Email Format:" fields. The "Email Format" dropdown is set to "Text". There is an "Add Watch" button with a plus icon.

Below the form is a table with the following data:

ControlNo	Email Format	Action
39410	TEXT	

PUCTX Filings

Last 10 Documents

40127-49	7/17/2012 10:15:00 AM
40500-6	7/17/2012 10:08:00 AM
40190-388	7/17/2012 9:00:00 AM
40439-9	7/17/2012 8:34:00 AM
40439-10	7/17/2012 8:34:00 AM
40454-9	7/17/2012 8:34:00 AM
40499-17	7/17/2012 8:33:00 AM
40450-10	7/17/2012 8:32:00 AM
40451-8	7/17/2012 8:32:00 AM
40452-8	7/17/2012 8:32:00 AM

There are three tabs to the Filings Notification System screen.

The first is "My Watched Filings" where you can enter the Control/Docket numbers that interest you. You will receive notifications whenever an item is filed in the corresponding docket. If you need help determining what the docket number for the case you are interested in, please contact our Central Records Division at 512-936-7180.

My Watched Filings | My Lastest Documents | PUC Daily Filings

Here you can manage the filings you wish to "Subscribe" to.

- To add items: Enter a Control Number, select the desired format for the email you will receive, and click on the "Add Watch" icon 
- When a new document is filed in Central Records you will receive an email notifying you the document is available.
- You can edit the desired Email Format by selecting the "Edit"  icon to toggle to edit mode. Select the "Save"  icon to save your changes.
- You can stop receiving notices for a filing by selecting the delete  icon and removing the Control Number from your subscribed list.

Control No: Email Format: Text   **Add Watch**

 Refresh |    

ControlNo	Email Format	Action
39410	TEXT	 

The second tab is “My Latest Documents”. This tab will show you a list of filings in the dockets which you signed up for in “My Watched Filings”. This tab is useful if you want to see multiple filings on one screen, rather than the individual emails. Additionally, should one of the notification emails be lost or accidentally deleted, this tab is available so that you can still check the status of the docket.

My Watched Filings **My Latest Documents** PUC Daily Filings

This list shows the notices you have received. You can view the notices for past days by selecting a different date and clicking on the "Search" button. The columns can also be sorted by clicking on the column header.

Show me list from:  Show All

Refresh |    

ControlNo	Item No	Email Format	Date Last Document	Last Sent
39410	141	TEXT	7/17/2012 8:25:00 AM	7/17/2012 8:26:00 AM
39410	142	TEXT	7/17/2012 8:24:00 AM	7/17/2012 8:26:00 AM
39410	143	TEXT	7/17/2012 8:25:00 AM	7/17/2012 8:26:00 AM
39410	144	TEXT	7/17/2012 8:23:00 AM	7/17/2012 8:26:00 AM

The final tab is the “PUC Daily Filings” tab. This tab simply shows a list of all filings made at the PUC for a particular date.

My Watched Filings My Latest Documents **PUC Daily Filings**

Daily Filings for PUC Interchange. You can view past days filings by changing the selected date and clicking on the "Search" button

Documents for: 

Refresh |    

ControlNo	Item No	ItemNo	ItemType	PartyName	DateFiled	RecID
40127	49	49	PL	ENERGY CURTAILMENT SPECIALISTS, INC.	7/17/2012	446757
40500	6	6	PL	EL PASO ELECTRIC ET AL	7/17/2012	446756
40503	5	5	PL	PUC OVERSIGHT & ENFORCEMENT ET AL	7/16/2012	446725

If you have any questions, or if you need assistance with any part of this process, please don't hesitate to contact our Help Desk. We can be reached at 512-936-7100 or via email at helpdesk@puc.texas.gov.